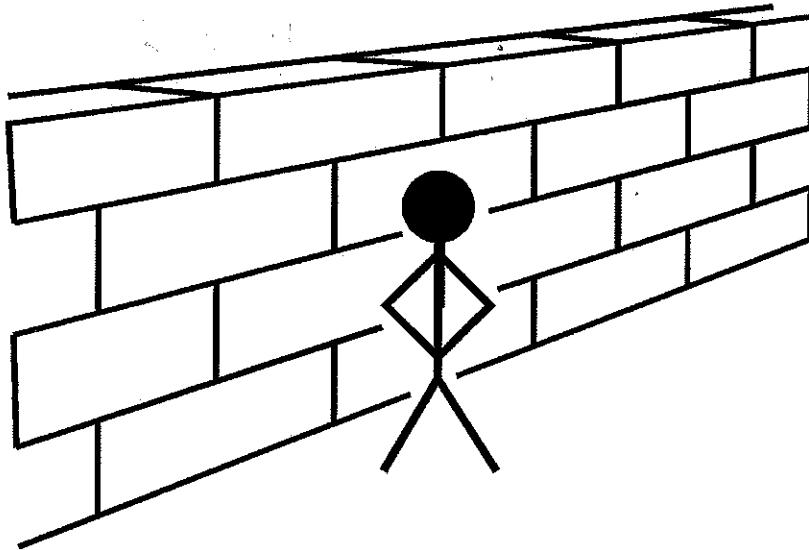




*Planning & Permitting Division  
Permit Assistance Center*

# RETAINING WALL / ROCKERY PERMIT

## APPLICATION PACKET



### ***Contents***

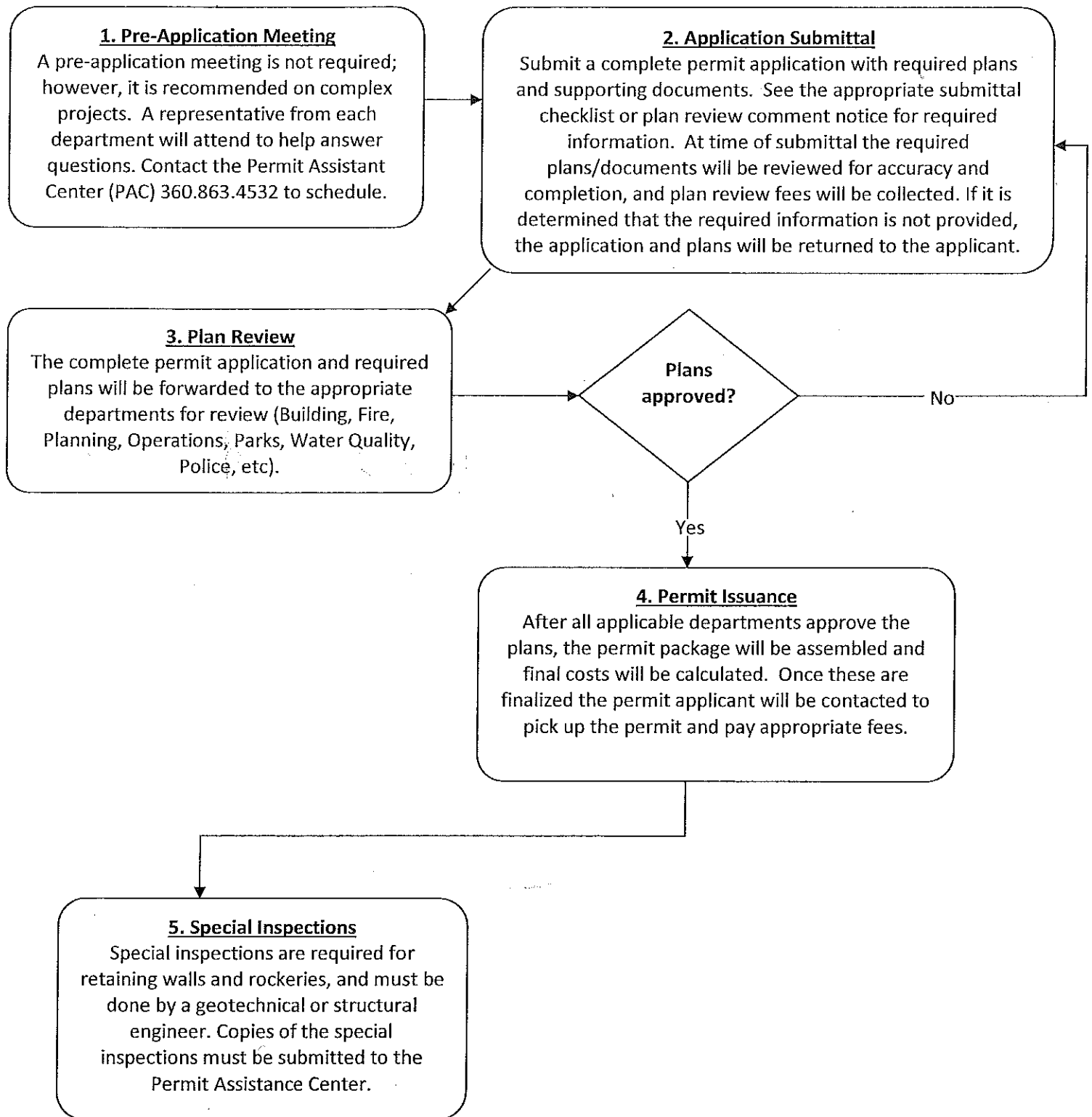
- 1) Retaining Wall/Rockery Permit Process Flow Chart*
- 2) Combined Permit Application*
- 3) Stormwater Management Requirements/Flow Chart*
- 4) Submittal Checklist*

**This is intended only as an informational guide. The information may not be complete and is subject to change.**

**Please verify accuracy of this information / form prior to submitting.**

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007 [www.monroewa.gov](http://www.monroewa.gov)

# Retaining Wall/Rockery Permit Process Flow Chart





**Planning & Permitting Division  
Permit Assistance Center**

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Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

**FOR OFFICE USE ONLY**

PERMIT #(s) \_\_\_\_\_

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00**

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the  
Dept. of Labor & Industries.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a separate sheet for additional property owners/additional addresses**

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. \*\*Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

## Combined Permit Application - Page 2

A retaining wall or rockery permit is required before constructing a retaining wall or a rockery. Some exemptions may apply (see IBC 105.2 #4).

Description of project:

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Retaining Wall or Rockery Cost (valuation of project) \$ \_\_\_\_\_

Engineer name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Contractor/Contact name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Combined Permit Application - Page 3

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### Additional Information:

- Special inspections are required for retaining walls and rockeries.
- A grading permit may also be required for the retaining wall or rockery project, even if an exemption applies to the retaining wall or rockery.
- If a grading permit is needed, a SEPA determination may also be required. Please contact the City of Monroe Planning Department.

**START HERE**

Does the site have 35% or more of existing impervious coverage?

NO

Does the project add 5,000 square feet or more of new impervious surfaces?

YES

All Minimum Requirements apply to the new impervious surfaces and converted pervious surfaces.

YES

Do the new, replaced or new plus replaced impervious surfaces total 2,000 square feet or more?

OR

Does the land disturbing activity total 7,000 square feet or more?

YES

Minimum Requirements #1 through #5 apply to the new and replaced impervious surfaces and the land disturbed.

NO

Minimum Requirement #2, Construction Stormwater Pollution Prevention is Required.

NEXT QUESTION

Does the project add 5,000 square feet or more of new impervious surfaces?

OR

Convert  $\frac{3}{4}$  acres or more of native vegetation to lawn or landscaped areas?

OR

Convert 2.5 acres or more of native vegetation to pasture?

YES

All Minimum Requirements apply to the new impervious surfaces and converted pervious surfaces.

NO

Is this a road-related project?

YES

Is the total of the new plus replaced impervious surfaces 5,000 square feet or more, AND does the value of the proposed improvements – including interior improvements – exceed 50% of the assessed value (or replacement value) of the existing site improvements?

NO

Does the project add 5,000 square feet of new impervious surfaces?

YES

Do new impervious surfaces add 50% or more to the existing impervious surfaces within the project limits?

YES

Minimum Requirements #1 through #10 apply to the new and replaced impervious surfaces.

NO

YES

NO

No additional requirements

Does the project convert  $\frac{3}{4}$  acres or more of native vegetation to lawn or landscaped areas, or convert 2.5 acres or more of native vegetation to pasture?

NO

Does the project have 2,000 square feet or more of new, replaced, or new plus replaced impervious surfaces?

NO

Does the project have land-disturbing activity of 7,000 square feet or more?

NO

Minimum Requirement #2, Construction Stormwater Pollution Prevention is Required.

YES

Minimum Requirements #1 through #5 apply to the new and replaced impervious surfaces and the land disturbed.

YES

See other side for minimum requirements.



## 10 Minimum Requirements for Stormwater Management (Per DOE SWMMWW)

1. Preparation of Stormwater Site Plans (Also called a TESC – Temporary Erosion Sediment Control Plan)
2. Construction Stormwater Pollution Prevention Plan (Also called a SWPPP – This document details how your project will address all twelve elements)
  - a. Mark Clearing Limits
  - b. Establish Construction Entrance
  - c. Control Flow Rates
  - d. Install Sediment Controls
  - e. Stabilize Soils
  - f. Protect Slopes
  - g. Protect Drain Inlets
  - h. Stabilize Channels and Outlets
  - i. Control Pollutants
  - j. Control De-Watering
  - k. Maintain BMPs (Best Management Practices)
  - l. Manage the Project
3. Source Control of Pollution
4. Preservation of Natural Drainage Systems and Outfalls
5. Onsite Stormwater Management
6. Runoff Treatment (water quality treatment)
7. Flow Control
8. Wetlands Protection
9. Basin/Watershed Planning
10. Operation and Maintenance

\*For more detail regarding the minimum requirements see *Volume 1* of the *DOE Stormwater Management Manual for Western Washington* available at the Washington State Department of Ecology website: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.htm>

**PERMIT SUBMITTAL COMPLETENESS CHECKLIST**  
**RETAINING WALL / ROCKERY**

Project name:		Accepted by/Date:	
Project address:		File number:	

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.**  
**THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.**  
**Indicate the sheet number for each item in the left-hand column.**

**GENERAL PROJECT SUBMITTALS**

Sheet #	N/A	Office Use Only		Reference
			Completed Combined Permit Application.	
			Two (2) copies of wet-stamped, engineered plans.	IBC 1807.2
			Two (2) copies of any reports submitted.	
			Two (2) copies of a Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control.	MMC 15.01

**NOTES:**
